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Bulletin Number 30190BR
Type of Recruitment Open Competitive Job Opportunity
Department Mental Health
Position Title MENTAL HEALTH CLINICAL PROGRAM HEAD
Exam Number 24726B
Filing Type Open Continuous
Filing Start Date 10-Feb-2014
Salary Type Monthly
Salary Minimum 7892.64
Salary Maximum 10351.18
Position/Program Information Assists in the direction of a mental health services program of the Department of Mental Health.

The positions allocable to this class report to a Mental Health Clinical District Chief and have responsibility for assisting in the administration of a mental health services program in a region or bureau. Incumbents in these positions design treatment programs and coordinate program services with other regions and bureaus.

Essential Job Functions

- Plans, assigns, and evaluates the work of subordinate staff.
- Coordinates the development and delivery of staff training necessary to maintain the mandated level of service with Program Development Bureau.
- Develops reporting procedures to ensure that statistical data concerning the program is reported accurately and in a timely manner.
- Formulates policies and procedures that regulate the mental health services program.
- Represents the mental health services

program in meetings with other County departments, State and Federal representatives, and other public and private agencies.

- Investigates concerns surrounding the program from patients and the public in conjunction with Patient Rights Advocacy Division.
- Initiates requisitions for supplies and personnel required to operate the program.
- Implements DMH policies and procedures, ensuring compliance with Federal and State Medicare/Medical guidelines.

Requirements

Selection Requirements:

Option I: Two years of **clinical supervisory** experience in the application of mental health techniques in a community mental health setting as part of a multi-disciplinary treatment team at the level of Supervising Psychologist**** -AND- A license to practice as a psychologist* granted by the State of California Department of Consumer Affairs Board of Psychology. -OR-

Option II: Three years of **clinical supervisory** social work experience on a multi-disciplinary mental health treatment team at the level of Mental Health Clinical Supervisor***** -AND- A license to practice as a clinical social worker* granted by the State of California Department of Consumer Affairs, Board of Behavioral Sciences. -OR-

Option III: Four years of **clinical supervisory** nursing experience on a multi-disciplinary mental health treatment team at the level of Senior Mental Health Counselor, RN*****. A Master's degree*** in Nursing Administration, Psychology or a related field from an accredited** college or university will be accepted for one year of the required

experience -AND- A license to practice as a registered nurse* issued by the State of California Board of Registered Nursing. -OR-

Option IV: Three years of **clinical supervisory** marriage, and family therapy work experience on a multi-disciplinary mental health treatment team at the level of Mental Health Clinical Supervisor***** -AND- A license to practice as a marriage and family therapist* granted by the State of California Board of Behavioral Sciences.

*Applicants **must** complete and submit a mandatory **Supplemental Questionnaire** as an integral part of their application. The link to the Supplemental Application Form is located in the "Application and Filing Information" Section below.*

Physical Class **Physical Class II** – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information * In order to qualify, a photocopy of the required license must be attached to your application at the time of filing or within 15 calendar days from the date of application filing. Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. The original license must be presented during the selection process and prior to appointment.

***Under Option III -Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated.

Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty must provide a written statement from their university or college Registrar's Office indicating the education specialty on the university/college's letterhead. A copy of your degree, Official Transcripts, and/or written statement from the Registrar's Office must be submitted at the time of filing or within 15 calendar days from the filing date.

****Supervising Psychologist is defined as supervises professional and para-professional staff assigned to a mental health clinic or program.

*****Mental Health Clinical Supervisor is defined as the full professional level and under the general direction of a licensed clinical program manager, supervises and coordinates multidisciplinary and ancillary support staff in the provision of mental health services to clients. Provides daily administrative oversight to the team, with technical supervision of licensed clinical staff exercised in accordance with scope-of-practice guidelines.

***** Senior Mental Health Counselor, RN is defined as senior-level class that supervises primary providers of mental health nursing services to individuals, families, and groups in a range of mental health care settings.

Accreditation Information

****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation

**Examination
Content**

Services or the Association of International Credential Evaluators, Inc. (AICE).

This examination will consist of an evaluation of experience based upon application and Supplemental Questionnaire information weighted 100%.

Candidates must achieve a minimum passing score of 70% or higher in order to be placed on the eligible register.

**Special
Information**

Past and present mental health clients and family members are encouraged to apply.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies in the County of Los Angeles, Department of Mental Health.

**Eligibility
Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

**Available Shift
County of Los
Angeles
Information**

Any

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your online application and Supplemental

Questionnaire completely. provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. This examination will remain open until the needs of the services are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

All information is subject to verification. We may reject your application at any time during the selection process.

INSTRUCTIONS FOR FILING ONLINE : To apply online, click on the tab above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. Applicants must complete and submit their job applications and upload required or additional documents (e.g. Supplemental Questionnaire, licenses, Resume) as attachment(s) at the time of filing or within 15 calendar days from the date of application filing. Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 or **email to cyeung@dmh.lacounty.gov** at the time of filing or within 15 calendar days from the date of application filing. Please include your name, exam number and exam title on faxed documents.

Click on the link below to access the Supplemental Questionnaire:

http://file.lacounty.gov/dhr/ehr/cms1_209355.doc

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out your online application and supplemental questionnaire completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All

information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

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